

PERKINS RESERVE
STRENGTHENING BIG SKY PATHWAYS
GRANT

2013 – 2014 RFP



OFFICE OF THE COMMISSIONER
OF HIGHER EDUCATION



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

July 2013



GRANT APPLICATION DUE DATE:
5:00 P.M. ON AUGUST 14, 2013

Notice of Nondiscrimination

It is the policy of the Office of the Commissioner of Higher Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the Commissioner of Higher Education MOA Coordinator at kwicks@montana.edu

<p style="text-align: center;">Perkins Reserve Strengthening Big Sky Pathway Grants</p>
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Purpose: To strengthen and build upon the work of the Big Sky Pathways Initiative - increasing relationships between secondary and postsecondary institutions; enhancing and developing new programs of study and pathways for student participation; and growing the availability of dual credit and opportunities to obtain industry-recognized credentials during high school.

This grant aims to utilize the National Career Clusters Framework to:

- Offer a seamless transition from high school to college or career
- Prepare students for postsecondary education and careers
- Promote the connection between education and workforce/economic development
- Connect academics to real-world applications
- Focus on high skill, high demand, and high wage careers
- Provide a plan for attainment of a degree, credential or technical skill assessment.

Awards: One year grant awards of **up to \$65,000** each will be available to Perkins eligible: school districts, tribal colleges, two-year programs, community colleges or consortia for Strengthening Big Sky Pathways projects. The number of grants awarded will be determined by the quality of the applications and the availability of funds. Depending on the availability of funding, subsequent grants may be available in consequent cycles. If an entity is approved for successive grants, salary portions of grant awards will be tiered down annually in the following manner: 100% funding for year one, 100% funding for year two, 66% funding for year three, 33% funding for year four, and 0% funding for year five.

Secondary and Postsecondary Involvement: A main focus of the Strengthening Big Sky Pathways Initiative is to build upon and develop new relationships between secondary and postsecondary institutions, effectively bridging the gap between high school and college and career.

RFP Timeline:

- Application deadline: August 14, 2013
- Grant winners notified: September 6, 2013
- Grant funds available: July 1, 2013 - June 30, 2014

Use of Funds:

- Funds must be used in accordance with:
 - CFR 34: Education – Part 74: Administration of Grants & Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
 - OMB Circular A-21: Cost Principles for Educational Institutions and all other applicable federal regulations, http://www.whitehouse.gov/omb/circulars_a021_2004

Encouraged Professional Development & Training:

- National Career Pathways Network: October 13-15, 2013; San Antonio, TX.
 - <http://www.ncpn.info/>
- National Career Clusters Institute: Summer, 2014
 - <http://www.careertech.org/news-events/>

Commitment of Participation, Reporting and Evaluation: Full participation includes providing necessary reports, including quarterly fiscal reports, a written mid-year and final report that documents project activities, populations served, and outcomes achieved, as well as a final expenditure sheet at year end, attending state-level professional development and trainings, and participation in quarterly technical assistance webinars or conference calls.

Important Tentative Dates:

- 1st Quarter Conference Call: Sept. 12, 2013, 9-11 a.m.
- 2nd Quarter Conference Call: Dec. 13, 2013, 9-11 a.m.
- Mid-Year Narrative Report Due: Dec. 13, 2013
- 3rd Quarter Conference Call: Feb. 26, 2014, 9-11 a.m.
- 4th Quarter Conference Call: April 30, 2014, 9-11 a.m.
- Fall Big Sky Pathways Retreat: Sept. 25-26, 2013
- Spring Big Sky Pathways Retreat: March 19-20, 2014
- Final Narrative Report Deadline: June 2, 2014
- Final Fiscal Closeout Report Due: August 29, 2014

Application Materials and Instructions

In order to be considered for funding, applications must be complete and must include the following:

- Submission Checklist (Attached)
- Application Cover Page (Attached)
- Proposal Narrative (Sample Attached)
- Proposed Budget (Attached)
- Statement of Assurances (Attached)

APPLICATION CONFERENCE CALL: A conference call to provide technical assistance in completing the RFP will be held on **July 24, 2013** at 9 a.m. 1-888-387-8686, 4834465#.

Application Submission Process: To be considered for funding, an **electronic version of the complete application must be received by 5:00 pm on August 14, 2013**. Faxed copies will not be accepted.

Electronic copies should be sent to: kwicks@montana.edu

In addition, a hard copy of the completed application should be mailed to:

Kali Wicks, Perkins Accountability Specialist/Big Sky Pathways Program Manager
Office of the Commissioner of Higher Education
PO Box 203201
Helena, MT
59620

Questions: For questions about the submission process, please contact Perkins Accountability Specialist/Big Sky Pathways Program Manager Kali Wicks at 406-444-0313 or kwicks@montana.edu.



COVER PAGE
REQUEST FOR PROPOSALS FOR FUNDS FROM THE
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

STRENGTHENING BIG SKY PATHWAYS 2013-2014

IMPORTANT: Please type or print in ink. **PLEASE NOTE THAT LATE, INCOMPLETE OR UNSIGNED REPORTS COULD RESULT IN FORFEITURE OF GRANT MONEY FROM NON-FEDERAL FUNDS.**

Eligible Recipient-Secondary and Postsecondary Institution(s)

Date of Application

Applicant or Project ID Number

Title of Proposed Project in 14 words or less (if applicable):

Project Director

Director's Address

City

State

Zip

Telephone Number (s)

Email Address

Fax Number (s)

Fiscal Staff

Phone Number

Email

CERTIFICATION

I certify to the best of my knowledge and belief that this report, is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Project Director's Signature:

Date Signed:

CERTIFICATION AND ASSURANCES

CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

The applicant will comply with the requirements of P.L.105-332 (the Perkins Act) and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. **In particular, P.L. 105-332 funds will be used to supplement, and in no case to supplant, state or local funds.**

The applicant assures the Montana Board of Regents that services provided under the approved project will be provided in accordance with P.L.105-332, will not discriminate or violate provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

Signature LEA Dean or Principal

Printed Name

Date

Signature LEA Project Director

Printed Name

Date

Signature LEA Fiscal Agent

Printed Name

Date

I. Strengthening Big Sky Pathways Proposal Narrative

The Development & Expansion of Big Sky Pathways in Montana.

Successful applicants will utilize “A Guide for Implementing Programs of Study in Wisconsin” as a model to develop and expand Big Sky Pathways (a.k.a. Programs of Study) in Montana. The Wisconsin Model is based upon the National Career Cluster & Pathway Framework, which contains 16 broad Career Clusters that are broken down into 79 specific pathways.

The National Career Clusters Framework functions as a guide in developing Big Sky Pathways bridging secondary and postsecondary curriculum and creating individual student plans of study or a complete range of career options. Students are able to learn about pathways and multiple careers within each pathway and are able to choose a program of study available in their school based on their interests.

Big Sky Pathways in individual schools will be tied to community and workforce needs, area partnerships, and institutional expertise. Each pathway will provide a sequence of courses allowing students to move seamlessly from high school to a postsecondary institution.



Resources: <https://www.wicareerpathways.org/Content/POSGUIDE.pdf>;

Resources: <http://www.careertech.org/career-clusters/glance/>; <http://www.careertech.org/career-clusters/glance/careerclusters.html>; <http://www.careertech.org/career-clusters/glance/clusters-occupations.html>

Components.

1. The Hire/Retention of Career Pathways Coordinator.

A Career Pathways Coordinator is necessary to carry out the work needed to implement the ten components of a program of study outlined in the Wisconsin Guide, facilitate area business & industry involvement, collaborate and communicate with postsecondary and secondary institutions, and guide the phased process that results in completion of a program of study.

2. Increase Big Sky Pathways (Programs of Study).

Using the 5 Phases of the program of study implementation process coined in “*A Guide for Implementing Programs of Study in Wisconsin*”, successful applicants will recognize and execute the relevant action steps across required to develop and implement Big Sky Pathways in Montana. Pathways will incorporate short-term, industry recognized certifications and dual credit opportunities when possible.

- Expand/Update Existing Pathways
- Develop New Pathways
 - Incorporate Dual Credit & Short-Term Certifications when Possible

Resources: <https://www.wicareerpathways.org/Content/POSGUIDE.pdf>;
<http://mus.edu/wd/Assets/BigSkyPathways/BigSkyPathwaysTemplates.asp>

3. Cultivate & Promote Relationships between Secondary and Postsecondary Institutions.

The Career Pathways Coordinator shall be utilized to cultivate new relationships with secondary institutions, and strengthen existing relationships to further the development of career pathways.

- Focus on raising awareness of the existence and benefits of the National Career Framework, Career Clusters, and Big Sky Pathways to teachers, students, parents, faculty, school counselors, career advisors, and institutional leadership.
 - Presentations
 - Workshops

- Assemble representative groups from entities including secondary, postsecondary, business and industry, and other community partners to execute the phases necessary to develop & implement a Big Sky Pathway (including OPI & OCHE partners).
 - Workshops
 - Planning Meetings
- Organize and facilitate activities and events that promote Big Sky Pathways and strengthen the secondary/postsecondary relationship, including but not limited to:
 - Guest Speakers/Career Panels from Business & Industry
 - Career/College Fairs
 - Pathway Exploration Days
 - Joint Teacher & Faculty Professional Development

4. Increase Business & Industry Involvement.

Area Business & Industry should be involved throughout the development and implementation of Big Sky Pathways. College & Career Readiness Standards should be developed and continually validated with local education and business partners, as well as through key national initiatives to provide a consistent, clear understanding of what students are expected to learn in order to be college and career ready.

- Assemble representative groups from entities including secondary, postsecondary, business and industry, and other community partners to execute the phases necessary to develop & implement a Big Sky Pathway.
 - Increase opportunities for internships & work-based learning experiences in Big Sky Pathways
 - Increased opportunities for industry-recognized assessments and certifications in Big Sky Pathways
 - Business & Industry Participation on Program Advisory Committees

5. Expand Opportunities for Articulation & Dual Credit.

The Career Pathways Coordinator shall also work with secondary & postsecondary institutions, along with the Office of the Commissioner of Higher Education, to expand and develop new opportunities for articulated and dual credit within a Program of Study, where appropriate.

- Dual Credit through Local Articulation Agreements. Local Articulation refers to aligning coursework at an area high school with that of a specific postsecondary institution to create a sequence of courses offering skill attainment with unnecessary duplication. Local articulation focuses on providing opportunities for high school students to take college level

course work in order to get a head start on earning college credits while continuing to fulfill high school graduation requirements. Formal articulation agreements between the specific high school and postsecondary institution must be in place in order for the credit to be valid.

- NOTE: Credit for locally articulated courses that are common course numbered will transfer anywhere that specific course is offered within the Montana University System.

Resources: <http://mus.edu/wd/START.asp>; <http://mus.edu/2yr/DualEnrollment.asp>

Strengthening Big Sky Pathways 2013-2014
SAMPLE Proposal Narrative: Objectives, Activities, & Outcomes

OBJECTIVES	ACTIVITIES	OUTCOMES

SAMPLE Strengthening Big Sky Pathways Budget (Adapt as Necessary)
2013-2014

Item	Request	In-Kind	Justification	Total
Personal Services				
Salaries				
Hourly Wages				
Benefits				
Operating Expenses				
Contracted Services				
Consumable Supplies				
Minor Equipment				
Communications				
Printing				
Postage & Mailing				
Telephone				
Travel				
Professional Development				
Other				
			TOTAL	

Justifications should provide a detailed narrative of the following:

- Salaries – Who is getting paid (Position/Name), at what FTE and the total amount.
- Hourly wages – same as salaries
- Employee benefits – include a list of who is receiving benefits, what type of benefits, and how much is paid per benefit
- Consumable supplies – include a list of the types of supplies and the costs estimated with each. Please note that this category refers to items such as office supplies and while food may be considered consumable, it does not fit in this category.
- Minor equipment – the total cost for minor equipment must be under \$5,000.
- Travel – include a list of who is traveling, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. Mileage for use of a personal car is paid at 56.5 cents per mile if no state car is available and other conditions are met. Otherwise reimbursement is 27.2 cents per mile. In-state per diem is \$23 a day (\$5 breakfast, \$6 lunch, and \$12 dinner). Out of state per diem is \$41 per day (\$7 breakfast, \$11 lunch, and \$23 dinner). See the State of Montana Travel Policy at: <http://mus.edu/che/intranet/StateTravelPolicy.pdf>.
- Out of state lodging information can be found at: <http://www.gsa.gov/portal/category/100120>

Scoring

Each proposal must contain the following information which will be weighted as shown.

Points	Category
30	Increasing Big Sky Pathways (Programs of Study) In Montana <ul style="list-style-type: none">A. How will the applicant utilize the 5 phases of the program of study implementation process used in “A Guide for Implementing Programs of Study in Wisconsin” to successfully expand and develop pathways in Montana?B. How will the applicant build upon the pathways currently in place to improve or expand options for students in Montana?C. How will the applicant incorporate short-term, industry recognized certifications and opportunities for dual credit into pathways?
15	Utilization of a Career Pathways Coordinator <ul style="list-style-type: none">A. How will the applicant utilize a Career Pathways Coordinator to implement the ten components of a program of study, facilitate area business and industry involvement, and collaborate and communicate with postsecondary and secondary institutions?
15	Promote Relationships Between Secondary and Postsecondary Institutions <ul style="list-style-type: none">A. How will the suggested proposal further develop existing relationships between secondary and postsecondary institutions, and cultivate new contacts and connections?B. How will the suggested proposal raise awareness of the benefits of the national career framework, career clusters, and Big Sky Pathways to teachers, students, parents, faculty, school counselors, career advisors, and institutional leadership?C. How will the proposal strengthen ties between secondary and postsecondary, while promote pathways through events and facilitated activities, including business and industry?
15	Increase Business & Industry Involvement <ul style="list-style-type: none">A. How will the proposal involve area Business & Industry in the development and implementation of Big Sky Pathways?B. How will the proposal increase opportunities for internships and work-based learning experiences in Pathways?C. How will the proposal increase opportunities for industry-recognized assessments and certifications in Big Sky Pathways?
15	Expand Opportunities For Articulation & Dual Credit <ul style="list-style-type: none">A. How will the proposal expand dual credit in Big Sky Pathways?
10	Budget Narrative and Budget Form <ul style="list-style-type: none">A. Using the provided detailed budget form and narrative, describe how the federal funds requested will be expended to conduct the planning and implementation of the proposal.B. When indirect costs are requested, the percentage must be the negotiated IDC rate or 5%, whichever is the lesser amount.C. Although no match is required, describe what other funds, if any, will be used to achieve program objectives. Supplanting of local, federal, or state funds is not allowed.
100	Total Maximum Points
*Proposals that do not achieve at least 50 points will be disqualified. A proposal will be considered a "Qualified Plan" for rating ONLY if the Format for Proposal is properly signed and included.	

Statement of Assurances

Assurances form a binding agreement between the eligible recipient fiscal agent, the Montana Office of the Commissioner of Higher Education, and the U.S. Department of Education that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances apply to program activities and expenditures of funds. Compliance to general and specific program assurances is the legal responsibility of the eligible recipient under the authorization of the local board of education.

Fiscal Agent Name:		
Address:		
City:	State:	Zip:
Phone:		Email:

The Eligible Recipient Fiscal Agent certifies the following statements:

- The Fiscal Agent understands and will comply with the provisions, regulations and rules of the Carl D. Perkins Career and Technical Education Act of 2006.
- The Fiscal Agent will use federal funds to supplement the eligible recipient's CTE programs of study and will not use federal funds to supplant existing funds or reduce general or other funds.
- The Fiscal Agent will provide, on request, complete and accurate data as required.
- The Fiscal Agent understands and will comply with all applicable assurances for Federal Grant Funds. These assurances can be found at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
- The agency agrees to provide required descriptive and statistical reports, including a written final report and final expenditure sheet at year end.
- The agency assures that they **are** _____ (**or**) **are NOT** _____ currently on a voluntary plan of correction for civil rights deficiencies.

Print Name of Authorized **Fiscal** Agent

Title

Signature of Authorized **Fiscal** Agent

Date

Print Name of Authorized **Secondary** Representative (As Applicable)

Title

Signature of Authorized **Secondary** Representative (As Applicable)

Date

Print Name of Authorized **Postsecondary** Representative (As Applicable)

Title

Signature of Authorized **Postsecondary** Representative (As Applicable)

Date

PERKINS RESERVE
STRENGTHENING BIG SKY PATHWAYS
GRANT

2013-2014 CHECKLIST

Required

- ☐ Cover Page (Signed)
- ☐ Budget
- ☐ Proposal Narrative
- ☐ Statement of Assurances (Signed)

Optional

- ☐ Letters of Support
- ☐ Other